
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE
ASSESSMENT DIVISION, TRAINING SECTION



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 232-8779

Continuing Education Memorandum

Level I Assessor Appraisers are required to earn 30 credit hours of continuing education during their cycle. When you become a Level II Assessor Appraiser your required continuing education credits increase to 45 hours. Your continuing education cycle will commence January 1 of the year following your certification. Those who are certified in 2010 will start their continuing education cycle, January 1, 2011.

It is your responsibility to track and tally your continuing education hours. Be sure to keep your attendance vouchers and certificates in a safe place so you can compare the hours the DLGF has for you with your own records. You may also want to give copies of the vouchers/certificates to your employer, so they may also track your continuing education credits.

The DLGF sponsors continuing education courses through Brilljent and in conjunction with the Indiana Chapter of International Association Assessing Officers (IAAO) and the Indiana County Assessor's Association during their bi-annual conferences. You can find info on these courses on our website at <http://www.in.gov/dlgf/7533.htm>.

Identical courses may not be taken for continuing education credits, with the exception of Personal Property, Sales Disclosure and the USPAP Update courses, which may be taken once yearly. If you are in doubt, please contact the DLGF for confirmation.

Courses or seminars you may plan to attend that are *outside* of the courses that the DLGF has sponsored must be **assessing related courses** and always be approved in advance to ensure that they are eligible for CE credit. You must contact Carol Johns, Assistant Director of Assessments, cjohns@dlgf.in.gov requesting that the course(s) be reviewed for approval. We ask that the following information be included with the request; title of the course(s), course itinerary, date, location, times (starting times and ending times for each course), total number of hours for the course, instructor name and bio. The information should be submitted at least ninety (90) days in advance of attending the course.

You may also seek approval after having attending a course. Please include your attendance certificate with the same requested information. However, in those cases, we are not able to ensure that approval will be granted.

Be advised that if you do not complete the necessary number of continuing education credits during your cycle, your certification is subject to revocation by the DLGF.

Changes to your Personal Information

The DLGF maintains continuing education information on approximately 2400 active Level I and II certified individuals. The DLGF will begin emailing the continuing education yearly reports to those we have email addresses. In order for you to receive a yearly cumulative report, please inform us promptly of any name, address or **email address** changes.

If you retire and no longer plan to attend continuing education courses, we may change your “status” to inactive. You will no longer receive cumulative reports of your hours and then at a future date your certification will be revoked along with others who have retired or stopped working in the assessing field.

If you have any questions regarding continuing education courses and requirements, feel free to call Carol Johns or Donna Bratcher at 317)232-3777 or by email at cjohns@dlgf.in.gov or dbratcher@dlgf.in.gov.